

# EMPLOYERS AND APPRENTICESHIPS THINGS TO CHECK

## TO MEET THE FUNDING RULES



### Do I have a genuine job for this apprentice?

#### Genuine means:

- The apprentice must have a contract of service with the employer which is long enough for them to complete the apprenticeship successfully (including the end-point assessment). Exceptions to this can be found in paragraph E25 of the apprenticeship funding rules.
- The cost of the apprentice's wages must be met by the employer.
- The apprentice must have a job role (or roles) with the employer that provides the opportunity for them to gain the knowledge, skills and behaviours needed to achieve their apprenticeship.
- The apprentice must have appropriate support and supervision on the job, by the employer, to carry out their job role



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### Have you checked the eligibility of the apprentice?

The apprentice must work for the employer, or a connected company or charity as defined by HMRC and they must:

- Have the right to work in England.
- Spend at least 50% of their working hours in England

### Have you chosen a main provider and negotiated a price?

The relationship between the employer and the main provider is important throughout the apprenticeship. The main provider must offer the employer the option of using the recruit an apprentice service for all new recruits into the business.

The employer and the main provider must agree a price for the total cost of each apprenticeship. The price must include the cost of training and on-programme assessment (which the employer agrees with the provider) and the cost of the end-point assessment (which the employer must agree with an end-point assessment organisation).

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### **Have you checked the duration of the apprenticeship and that prior learning has been recognised?**

The employer must make sure the apprenticeship training will last for at least 12 months. The standard specification or assessment plan may require this to be longer to support the delivery of the full apprenticeship content. The main provider must account for, and agree with the employer, any relevant prior learning that the apprentice has, and reduce the content, duration, and price of the programme accordingly. Funds must not be used to pay for skills already attained by the apprentice.

### **Have you got an apprenticeship agreement with the apprentice?**

An apprenticeship agreement must be signed at the start of the apprenticeship. It is used to confirm individual employment arrangements between the apprentice and the employer and is a legal requirement. The provider can advise the employer if they fall into one of the exceptions whereby an apprenticeship agreement is not required.



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### Have you got a training plan?

The employer must have a training plan, signed by the employer, the apprentice, and the main provider. This sets out the plan for the agreed training.

### Have you recorded the apprenticeship?

If the employer is a levy payer, or a non-levy payer who is using reserved funds or using a levy transfer, then they must have an apprenticeship service account; this is where the employer must record the apprenticeship details. The employer can ask the main provider to do this for them, but the employer will need to authorise the apprentice details so that the apprenticeship service account can be used to pay for that apprentice's apprenticeship.

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### **Have you ensured that the apprentice is on the correct wage?**

Apprentices must be an employee on the first day of their apprenticeship and as a minimum at least be paid a wage consistent with the law for the time they are in work, in off-the-job training and when studying English and maths (if appropriate).

### **Has the employer checked on the progress of their apprentice?**

The employer must make sure the apprentice is taking part in active learning throughout the apprenticeship and has regular progress reviews at least every 12 weeks that involve the employer and the provider.




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### Do you have evidence?



The employer must provide evidence to the main provider of the apprentice's average weekly hours and any changes to working patterns. They must also have evidence needed for any additional payments made to them because of the apprentice's characteristics (for example, their age). The employer must give the main provider evidence of the apprentice's eligibility at the start of their apprenticeship.

You can find the Apprenticeship funding rules and guidance for employers [here](https://haso.skillsforhealth.org.uk/).  
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